

Design Review Board  
Town Hall, La Plata, Maryland  
Meeting  
October 5, 2011, 9:00 AM

Present: Chairman Robert Turgeon; David P. Gallagher; Jeannine James; Reginald Kearny  
– Board members (Due to the absence of four members, Mr. Kearny had full voting rights.)

Town Staff: David M. Jenkins, Director of Municipal Development; Danielle Mandley, Town Clerk; Theresa Dent, Senior Planner.  
minutes:

Chairman Turgeon called the meeting to order at 9:03 AM and led the Board and all attendees in reciting the Pledge of Allegiance.

#### Approval of September 7, 2011 minutes

Ms. James moved to approve the minutes of the September 7, 2011 meetings, as amended. Mr. Gallagher seconded the motion and it passed by unanimous vote.

#### **Matters of Discussion and Review**

Application for Master Sign Plan: Potomac Square

*[A staff report, dated September 29, 2011 was included in the meeting packets.]*

Mr. Jenkins summarized the staff report regarding the application for the Potomac Square Master Sign Plan.

Chris Cowie, Cowie and Associates, presented the Potomac Square application for Master Sign Plan approval. The presentation included color options and material samples.

Board Consensus: Following discussion the Board agreed to consider approval of the Master Sign Plan, and free standing signage at a future meeting with the following recommended revisions:

#### 1. (5.) Detached Property Signage

New Free Standing Sign (Monument):

- a. Add an architectural element at the top of the sign, which is consistent with the building design.
- b. Lower the height of the base to accommodate the architectural element at top of sign.
- c. All Background tenant sign panels shall be Pantone PMS color 7524C (reddish brown)
- d. Address federally registered trademark logos.

#### 2. (6.1) New Wall Signs

- a. Correct typographical error in paragraph one, second sentence, strike “facad” and insert “façade”.
  - b. Correct the first sentence by inserting shall immediately following “and”, strike “compliments”, insert complement.
  - c. In the fourth paragraph, first sentence, insert “sign” immediately following “a”.
  - d. In the fourth paragraph, second sentence, strike “to”, insert “shall”.
  - e. In the fifth paragraph, first sentence, strike “within”, insert “over”.
  - f. Include the tenant choice of letter color options.
  - g. Include criteria for second floor tenants (may be included during a MSP revision for a new tenant).
3. (6.3) Suspended Sign
    - a. Include specific information regarding design and color to be used for new tenants.
  4. (6.4) Temporary Signs
    - a. Include more specific information, such as size and location allowed.

**► Other Business**

- New Ethics Ordinance

Ms. Mandley provided the adopted Ethics Ordinance and briefly explained the Board and Commission requirements to submit an annual financial statement, which will be done using a form similar to what the Council currently uses.

- Planning and Community Development Project Updates – David M. Jenkins

Mr. Jenkins discussed training options from the American Planning Association.

Board Consensus: Following discussion the Board agreed to schedule training during light agenda meetings when the entire Board is present.

Staff posed a question to the Board concerning a change in building color and whether this is something that should be presented to the Board for review.

Board Consensus: Following discussion the Board agreed that this type of façade change would need to be reviewed by the Board.

There being no further discussion, Ms. James moved to adjourn at 10:33 AM. Mr. Kearny seconded the motion and it carried.

Submitted by:

---

Danielle Mandley  
Town Clerk